

14 February 2000

Financial Management

**AIA FORM 45, REPORT OF OTHER-SOURCE
FUNDS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AIA/FM (1Lt Joshua D. McClure)
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This instruction implements AFPD 65-1, *Management of Financial Resources*. It establishes guidance and procedures for reporting funds that are received from activities not funded through HQ Air Intelligence Agency (AIA), Directorate of Financial Management and Comptroller (HQ AIA/FM). This instruction applies to all AIA organizations and administratively-supported activities that receive and execute funds in excess of \$25,000 from sources other than HQ AIA/FM. It establishes the requirement to use AIA Form 45, Report of Other-Source Funds, when reporting items and services costing \$25,000 or more. This instruction does not apply to funds relating to BRAC (Base Realignment and Closure). It does not apply to AIA-gained Air National Guard or Air Force Reserve units.

SUMMARY OF REVISIONS

Replaces letter and, or message quarterly report format with the use of AIA Form 45. This revision also deletes and redefines terminology.

1. Objective. The objective of this instruction is to obtain agency-wide information on receiving and executing other-source funds. Identifying these funds allows for improved awareness and management of AIA-incurred commitments and obligations. It also consolidates funding amounts within AIA for status and statistical reporting requirements.

2. Other-Source Funds. Other-source funds are all the appropriated funds provided to AIA units and administratively-supported activities for the purchase of materials or services (to include TDY) on behalf of a non-AIA funding activity. Reimbursable purchases of services and materials are not included.

3. Procedures for Reporting. HQ AIA directorates, special staff functions, wings, and centers will submit consolidated reports (one report per unique accounting classification) using AIA Form 45 (see example in attachment 1). Reports must arrive at the Financial Plans and Analysis Division (HQ AIA/FMP) no

later than 10 working days following the end of each fiscal quarter. Negative reports are required. Submit the AIA Form 45 as an e-mail or through official use only mail. The mailing address is HQ AIA/FMP, 102 Hall Blvd Suite 245, San Antonio TX 78243-7024. Prepare classified submissions according to AFI 31-401, Information Security Program Management.

4. Dates for Reporting. Other source funds are reported quarterly. Due dates for reporting will fall on the 10th day of the month following the last day of the reporting quarter. Reports are due by close of business on the due date. If that falls on a weekend, the following Monday will become the effective due date

5. Forms Prescribed. AIA Form 45, **Report of Other-Source Funds.**

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Financial Management and Comptroller

Attachment 1

SAMPLE AIA FORM 45, REPORT OF OTHER-SOURCE FUNDS

Figure A1.1. Sample AIA Form 45, Report of Other-Source Funds (Page 1).

| REPORT OF OTHER SOURCE FUNDS (See Reverse for Instructions) | | |
|--|--|--------------------------|
| FROM (OFFR AFIWC/EA | TO HQ AIA/FMA | DATE 2000/01/10 |
| 1. INITIAL FUND NOTIFICATION | | |
| A. DATE RECEIVED 2000/01/15 | B. AGENCY CP SG /ZSS | C. AMOUNT \$28,800.00 |
| 2. PURPOSE OF FUND TRANSFER (What do you want to buy?) | | |
| A. EQUIPMENT/SUPPLIES | B. NUMBER OF WORK YEARS labor hours | C. SERVICE/TRAVEL |
| 3. FUND EXECUTION DOCUMENT | | |
| A. DOCUMENT NUMBER S9650183 | B. MFR, PROJECT ORDER, OR OTHER SOURCE DOCUMENTS AF Form 616 | |
| 4. FUND EXPIRATION DATE 2000/05/20 | 5. ACCOUNTING CLASSIFICATION 5793400 309 4766 59994 04 592 660700 | |
| 6. FUND COMMITMENT | | |
| A. AMOUNT \$28,800.00 | B. DATE 1999/04/11 | |
| 7. FUND OBLIGATION | | |
| A. AMOUNT \$28,800.00 | B. DATE 1999/07/08 | |
| 8. AMOUNT OF DISPOSITION OF RESIDUAL FUNDS | | |
| ADDITIONAL INFORMATION | | |
| <p><i>NOTE: Only quarterly reporting will be required if funds received are for "CALL" contracts or travel, after the initial report is received. The report should be as of the end of each fiscal quarter.</i></p> | | |

Figure A1.2. Sample AIA Form 45, Report of Other-Source Funds (Page 2).

| AIA FORM 45 DIRECTIONS |
|---|
| <p>1. Initial Fund Notification. Blocks A, B, and C are designed to provide information about the initial fund notification.</p> <p>A. Date Received. State the date fund citation was received.</p> <p>B. Agency. State the reporting agency (usually your home organization).</p> <p>C. Amount. State the total amount of authorization on the fund cite in 1A.</p> <p>2. Purpose of Fund Transfer. What do you plan to buy? State the general types of purchases are included in each of the lettered boxes. Choose the appropriate box to report the type of purchase planned (labor hours, hardware, travel, etc.).</p> <p>A. Equipment/Supplies. Self explanatory.</p> <p>B. Number of Workyears. State number of work years that the funds will purchase. (NOTE: Use 1764 hours per contractor work-year.)</p> <p>C. Service/Travel. Self explanatory.</p> <p>3. Fund Execution Document. These blocks are designed to list information useful in document identification.</p> <p>A. Document Number. List the identifying alphanumeric of the source document.</p> <p>B. MIFR, Project Order, Or Other Source Documents. State what type of document was used for the source document (AF Form 616 FCA, MIFR, PO, etcetera).</p> <p>4. Fund Expiration Date. State the date that use of the issuing organization's fund citation will no longer be authorized. NOTE: This is NOT the expiration date of the appropriation.</p> <p>5. Accounting Classification. State the full accounting classification as issued to the reporting agency.</p> <p>6. Fund Commitment. This section is designed to list information stating the current commitment status of the other source funds.</p> <p>A. State the end of quarter total of committed funds for the accounting classification in block 5.</p> <p>B. State the date that the above total was committed (if committed in pieces then list the date of the last commitment).</p> <p>7. Fund Obligation. This section is designed to list information stating the current obligation status of the other source funds.</p> <p>A. State the end of quarter total of obligated funds for the accounting classification in block 5.</p> <p>B. State the date that the above total was obligated (if obligated in pieces then list the date of the last obligation).</p> <p>8. Amount of Disposition of Residual Funds. State the amount of funds that are not committed and are currently not planned for obligation.</p> |